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STAFF REPORT
BOARD MEETING DATE: DECEMBER 13TH, 2016

DATE: November 2nd, 2016
TO: Board of County Commissioners
FROM: Richard Williams, Buyer, Purchasing
775-328-2283, rcwilliams@washoecounty.us
THROUGH: Michael L. Sullens, Purchasing and Contracts Manager
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David Solaro, Director Community Services Department
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**SUBJECT: Award Invitation to Bid #2995-17 for Janitorial Services For Various Libraries to the lowest, responsive, responsible bidder, bidding on all properties, Qual-Econ U.S.A. Inc., 1015 Telegraph Street, Ste C, Reno, NV 89502 in the estimated amount of \$14,168.00 per month for seven (7) Washoe County Library Buildings; and authorize the Purchasing and Contracts Manager to execute an agreement with Qual-Econ U.S.A., Inc. for the term of the initial agreement from December 1, 2016 through November 30, 2018 with the County retaining the option for one (1) single year renewal. The estimated annual value for janitorial services at the seven (7) Libraries is \$170,016.00.
(All Commission Districts.)**

SUMMARY:

Award Invitation to Bid #2995-17 for Janitorial Services For Various Libraries to the lowest, responsive, responsible bidder, bidding on all properties, **Qual-Econ U.S.A. Inc.**, in the estimated amount of \$14,168.00 per month for seven (7) Washoe County Library Buildings; and authorize the Purchasing and Contracts Manager to execute an agreement with Qual-Econ U.S.A., Inc. for the term of the initial agreement from December 1, 2016 through November 30, 2018 with the County retaining the option for one (1) single year renewal. The estimated annual value for janitorial services at the seven (7) Libraries is \$170,016.00.

As stated in the Bid, the frequency of days open for each library may be subject to change due to budget restraints and days and hours of service may be revised at the County's discretion.

Washoe County Strategic Objective supported by this item: Stewardship of our Community.

PREVIOUS ACTION:

The Board previously authorized the Award of a bid for janitorial services for Washoe County Various Libraries to Qual-Econ USA Inc. at their meeting of October 22, 2013. Janitorial Services have been outsourced through the competitive bidding process for a number of years.

BACKGROUND:

The current recommendation is for a combined award to a single vendor for the purpose of having one contract to reduce the number of different bids and contracts that are brought before the Board and must be administered by Purchasing and the Facility Management Division of the Community Services Department. The libraries include the following:

Spanish Spring Library with 30,000 sq ft.	\$1,799.00/mo
No Valleys Library, with 9,178 sq ft.	\$1,250.00/mo
North West Library, with 28,364 sq ft	\$1,993.00/mo
Sierra View Library, with 29,130 sq ft	\$2,154.00/mo
So Valleys Library, with 16,813 sq ft	\$1,950.00/mo
Sparks Library, with 26,200 sq ft	\$2,202.00/mo
Reno Library, with 43,360 sq ft	\$2,820.00/mo

During the evaluation process two (2) companies provided lesser cost for janitorial services, however for the following reasons they were not considered for the award. GA Maintenance did not provide local references to show a local presence in the Reno/Sparks area as stipulated in the bid. Premier Janitorial bid on only six (6) out of seven (7) locations, they did not bid on the Reno Library location.

The lowest responsive responsible bidder, Qual-Econ U.S.A Inc.'s. total monthly cost is \$14,168.00. Total annual cost is \$170,016.00. Qual-Econ U.S.A. Inc. has provided background checks for their personnel and will be approved for working in County facilities before the contract begins. The recommended firm, Qual-Econ U.S.A., Inc. has numerous janitorial contracts with the County and has performed consistently and satisfactorily on each of their contracts.

Under the proposed agreement the Library public areas, break-rooms and restrooms will be cleaned daily and staff areas cleaned weekly. As stated in the Bid, the frequency of days open for each library may be subject to change due to budget restraints and days and hours of service may be revised at the County's discretion.

Sealed Bids were opened in the purchasing office at 2:30 p.m. on October 11, 2016. The bid was duly advertised in the Reno Gazette-Journal and Demand-Star resulting in the receipt of four (4) bids.

Bidder	Total Monthly Cost	Annual Cost
Qual-Econ USA	\$14,168.00	\$170,016.00
F.A.A.D. Janitorial	\$20,861.00	\$250,332.00
GA Maintenance	\$12,440.65	\$149,287.80

Premier Janitorial \$14,114.00 \$169,368.00

FISCAL IMPACT:

Funds for the term of the agreement including the option for one (1), one year renewal are contained in the current budget and will be requested and anticipated to be approved in the FY 17/18, 18/19, and 19/20 budgets of the Washoe County Facility Management Division general ledger account 710202, cost center 105306. The new contract is estimated at \$14,168.00 per month or \$170,016.00 annually. Any requests for price adjustments in the renewal years must be initiated by the Contractor and shall be at the County's sole discretion as to approving such rate adjustments.

RECOMMENDATION:

It is recommended that the Board award Invitation to Bid #2995-17 for Janitorial Services For Various Libraries to the lowest, responsive, responsible bidder, bidding on all properties, **Qual-Econ U.S.A. Inc.**, in the estimated amount of \$14,168.00 per month for seven (7) Washoe County Library Buildings; and authorize the Purchasing and Contracts Manager to execute an agreement with Qual-Econ U.S.A., Inc. for the term of the initial agreement from December 1, 2016 through November 30, 2018 with the County retaining the option for one (1) single year renewal. The estimated annual value for janitorial services at the seven (7) Libraries is \$170,016.00.

POSSIBLE MOTION:

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to approve the award of Invitation to Bid 2995-17 for Janitorial Services For Various Libraries to Qual-Econ U.S.A., Inc., in the estimated amount of \$14,168.00 per month for seven (7) Washoe County Library Buildings; and authorize the Purchasing and Contracts Manager to execute an agreement with Qual-Econ U.S.A., Inc. for the term of the initial agreement from December 1, 2016 through November 30, 2018 with the County retaining the option for one (1) single year renewal. The estimated annual value for janitorial services at the seven (7) Libraries is \$170,016.00.